

SECRET

2 June 1982

MEMORANDUM FOR: Deputy Director for Administration

FROM:

Director of Information Services

25X1

SUBJECT: OIS Weekly Report (26 May-1 June 1982)

25X1

Classification Review Division

25X1

CRD reviewed a total of 780 CIA documents (13,583 pages) and declassified 1.3 percent. Two manuscripts (22 pages) and 24 miscellaneous documents (238 pages) were also reviewed. To help ensure that the review of OSS records is completed by 30 August 1982, CRD reviewers have been assisting. They reviewed a total of 11,807 OSS cards during the period.

25X1

Records Management Division

* RMD prepared and coordinated the Agency response to the Information Security Oversight Office (ISOO) and the National Security Council regarding the ISOO proposed implementing directive to Executive Order 12356.

25X1

The RMD representative on the working group drafted the "Implementation Plan" for the Information Management Section of the Strategic Plan for Agency Information Handling Systems.

25X1

Representatives from RMD and the Office of Logistics (OL) met with Dr. George R. Thoma, Lister Hill National Center for Biomedical Communication, National Library of Medicine, to discuss their progress in developing a

25X1

SECRET

~~SECRET~~

document retrieval system. The Library of Medicine receives about 18,000,000 pages of medical information a year to store and retrieve. They are working on a document digitizing system that will permit a document to be stored on magnetic or optical disk and retrieved on a high quality cathode ray tube. They have assembled all of the necessary components to prove the concept and now must determine if the system is able to handle the volume of material currently received. ☐

25X1

Representatives from RMD and OL met with representatives from the Office of Finance (OF) to discuss micrographics problems. After reviewing the situation, it was determined that with minor changes in the current procedures, OF's input and Printing and Photography Division's output could be enhanced. ☐

25X1

RMD reviewed the IHC Micrographics Standards for Microfiche Copies of Intelligence Documents and recommended changes to some of the markings in order to conform with DCID 1/7. ☐

25X1

Regulations Control Division

During this reporting period, RCD carried out 62 actions on issuances; the Division's workload was increased from 135 to 143 active jobs. ☐

25X1

25X1

Information and Privacy Division

25X1

A separate report is attached. ☐

Attachment:
As stated

~~SECRET~~

EXO/OIS (2 June 1982)

STAT

Distribution:

- Original & 2 - Addressee w/attachment
- 1 - C/CRD w/attachment + background
- 1 - C/IPD " "
- 1 - C/RMD " "
- 1 - C/RCD " "
- 1 - D/OIS **Subject** w/attachment + background
- 1 - D/OIS Chrono w/o